

**CHILD PLACEMENT REVIEW BOARD
EXECUTIVE COMMITTEE MEETING
OPEN SESSION MINUTES
JUNE 9, 2017
SMYRNA STATE SERVICE CENTER
9:30 A.M-12:30 P.M**

Members Present: Neal Tash, Judy Mellen, Bonnie Maull, Barbara Blair, Ruth Noriega, Joe Dell'Olio, Cheryl Mitchell, Rita Nelson, Alexis Bryan-Dorsey

Members Absent: Bob Hamilton (excused)

Chair of Meeting: Neal Tash

Staff Present: None due to vacation and Scholarship interview week prep work

Deputy Attorney General Present: Valerie Farnan

*****BEGIN OPEN SESSION AT 9:35 A.M*****

*****CLOSED SESSION BEGAN AT 9:40 A.M*****

I. PETITION CASES

*Discussions regarding petition cases are confidential and not open to the public.
Separate meeting minutes were prepared for the closed session.*

*****BEGIN OPEN SESSION AT 10:15 A.M*****

II. APPROVAL OF MINUTES FROM MAY 12, 2017

- The minutes from the May 12, 2017 meeting were reviewed and approved. A motion was made and seconded to approve the minutes.

III. OPERATIONAL ISSUES

A. VOLUNTEER UPDATE

- It was determined that until our volunteer logjam is resolved, reviews with fewer than three (3) members present will hold the review, then continue, rather than stop the review and send it to the Executive Committee. **Neal will send a letter to CPRB staff and volunteers to emphasize the importance of review attendance and the necessity to notify staff members of any absences as soon as possible.**
- Clarification of panel quorum was discussed.
- Neal reported that he will visit with Lydia to discuss the ramifications of lack of action on CPRB volunteer candidates after July 1.

- Cheryl Mitchell updated the Executive Committee with the highlights of the 2017 National Citizen Review Panel conference that she and New Castle 1 panel member, Anne Kauffman, attended in May.
- Cheryl reported on the similarities and differences of CPRB's review panels compared with other review organizations across the country.

B. CPRB LEGISLATION COMMITTEE UPDATE

- Neal Tash and Barbara Blair reviewed the number of Joint Finance Committee members (leaders and general membership) who have been contacted.
- Almost all of the Joint Finance Committee members said they were unaware of some of the facts in our position paper, but stated they were aware of how important our reviews have been.
- Several Joint Finance Committee members said they would reopen the proposed defunding of our agency when the Committee reconvenes. **Barbara noted she will continue to make contact with the Joint Finance Committee.**
- Barbara reported we will support the following Bills: HB 6, 7 and 8, SB 54 and 56. **Neal will compose the letters for Kecia to send.**
- **Barbara will provide a list of recipients to Kecia to expedite the process.**

C. POLICY MANUAL UPDATES

- The Executive Committee continued their review of the Policy Manual.
- Distribution of the Policy Manual and deletion of the Addendum were discussed and approved.
- A Motion was made and seconded to approve updates to the Policy Manual up to the Addendum deletion and distribution of the Manual. The Motion was approved unanimously.
- Rita Nelson will create a summarization to be included in the body of the Policy Manual.
- **Sarah Bowers will update the Policy Manual with the changes and send out an updated version, noting the date of the latest changes.**

D. STRATEGIC PLAN

- Detailed discussion of the initial draft of Action Items has been tabled until the August meeting.

E. EXECUTIVE DIRECTOR UPDATE

- Kecia reported on a recent CPRB staff member absentee issue and how it was handled.
- Kecia shared with the Executive Committee the time lag in sending the Findings and Recommendations reports to the Courts had been caused by personnel issues, which have since been addressed. Going forward, Kecia expects to see quicker turnaround times in getting these Reports to the Courts. **Kecia will keep the Executive Committee apprised of this issue, and present an update next month.**
- **Kecia will instruct the Review Coordinators to remove the issue of quorum from the Findings and Recommendations reports.**

- Alexis Bryan-Dorsey reported the method of how encumbered funds were used in the past was incorrect and needs to be corrected. Alexis stressed that only those items with a supporting purchase order can be considered encumbered. Kecia will procure the encumbered funds as indicated.
- Neal clarified CPRB's organizational chart. Dana Thompkins, Sarah Bowers and Bernadette Bailey all report to Kecia. The review coordinators all report to Dana.
- **Neal reported that he will meet with CPRB staff as soon as Kecia can organize it to address their morale, as well as to update them on the steps the Executive Committee has taken in response to the proposed budget cuts.**
- Kecia reported a decline in interested party participation. Kecia will ask Dana to follow up in the event there is no response from a participant and to start tracking who does not show up and why. **Kecia will add this issue to her upcoming meeting with Carla Benson-Green, the Director of DFS.**
- Cheryl Mitchell requested that the line item "Parents" on the Barriers to Permanency be broken down by reason. **Kecia agreed this could be done, and will make this change.**
- Kecia updated the Executive Committee that there has been no progress/no update to report on the Homes/Ting case.

IV. COMMITTEES

- Print and distribution of the Marketing piece is on hold pending the Joint Finance Committee's decision concerning potential defunding of CPRB.

V. Annual Meeting

- Detailed discussion of the Annual Meeting is tabled until the July meeting.
- The date of the Annual Meeting may change so that it does not fall on a Friday.

Action Items

1. Kecia will determine if attendance records for members of the Executive Committee are maintained. **UPDATE needed.**
2. Kecia will meet with the new DFS Director, Carla Benson-Green, to discuss a solution to DFS no-shows at reviews. **UPDATE: Carla Benson-Green's assistant has reached out to Kecia, and a meeting has been scheduled in June.**
3. Several Joint Finance Committee members said they would reopen the proposed defunding of our agency when the Committee reconvenes. **Barbara noted she will continue to make contact with the Joint Finance Committee.**
4. Barbara reported we will support the following Bills: HB 6, 7 and 8, SB 54 and 56. **Neal will compose the letters for Kecia to send.**
5. **Barbara will provide a list of recipients to Kecia to expedite the process.**

6. Neal will send a letter to CPRB staff and volunteers to emphasize the importance of review attendance, and the necessity to notify staff members of any absences as soon as possible.
7. Kecia will instruct the Review Coordinators to remove the issue of quorum from the Findings and Recommendations reports.
8. Sarah Bowers will update the Policy Manual with the changes and send out an updated version, noting the date of the latest changes.
9. Kecia will keep the Executive Committee apprised of the issue involving lag time in sending Findings and Recommendations reports to the Courts, and will present an update in July.
10. Neal reported that he will meet with CPRB staff as soon as Kecia can organize it to address their morale, as well as to update them on the steps the Executive Committee has taken in response to the proposed budget cuts.
11. Kecia will add the issue of decline in attendance of interested parties at reviews to her upcoming meeting with Carla Benson-Green, the Director of DFS.
12. Kecia will update the line item "Parents" on the Barriers to Permanency to be broken down by reason.
13. Kecia Blackson will work on conducting Presiding Officer Training sessions. **ONGOING.**
14. Kecia will follow-up with Ray Lewis, of Boards & Commissions, to get a status update of potential volunteers in the queue and report back to the Executive Committee. **UPDATE: Ray Lewis confirmed on 5/19/17 that he has approved applications for Karen Blackburn and Dwight Holden. Both of them need to complete the criminal background checks before they can begin training. If Sarah does not receive their criminal background checks by the first week of June, she will follow up with Karen and Dwight.**
15. Executive Committee to finish and distribute the Strategic Plan. **ONGOING**
16. Cheryl will Chair a 2-3 person sub-committee to identify ways to enhance Annual Meeting attendance. **UPDATE NEEDED**
17. Joe will monitor progress on using Skype for our reviews. **UPDATE: Kecia will address with Carla at their next meeting.**
18. Kecia will create a mechanism to **collect** data about retention and graduation rates for our Scholarship recipients. **UPDATE: Kecia will resubmit the IT support request.**
19. Kecia will develop a formal process regarding criteria and expectations for Scholarship applicants, including financial need. **UPDATE: ONGOING**

20. Kecia will develop a series of Webinars for new panel members to view prior to basic training. **UPDATE: ONGOING**
21. Kecia will develop a training schedule for CPRB staff. **UPDATE: ONGOING**
22. Kecia is working on a CPRB newsletter to promote our advocacy efforts, training opportunities, and highlight the good work our volunteers and staff are doing. **UPDATE: ONGOING**
23. Kecia will work with Carla Benson-Green, Deborah Flad and Tom Mraz to have DFS data directly populate into our server on a weekly basis. This extends to working with DFS about obtaining outcomes for kids in care. **UPDATE: Ongoing. DFS is not able to work with CPRB at this time due to the transition of their system to FOCUS. Dale Matthews, Deputy Court Administrator at JIC, informed Kecia this initiative would first have to be analyzed before assigning any priority or timeline. This has been tabled until the Fall 2017 once DFS' transition to FOCUS is complete.**
24. Kecia will include the Executive Director's Monthly Report, which will include any community outreach and involvement, along with the Executive Committee monthly mailing prior to the next Executive Committee. **UPDATE: ONGOING EACH MONTH.**
25. Neal will discuss the CPRB process for legislative actions with Valerie.

****THE MEETING CONCLUDED AT 12:27 P.M. ****

*THE NEXT EXECUTIVE COMMITTEE MEETING WILL BE AT THE
SMYRNA STATE SERVICE CENTER
ON JULY 14, 2017*